

ERNET India

Duties of Officer's & Employees

1.	<p>Mr. Sanjeev Banzal Director General Head of ERNET India</p>
2.	<p>Shri Gajanan Pimparkar Senior Director Head of Division : Emerging Technology</p> <p>Division Activities: (Smart Virtual Class Rooms, National Medical College Network, Accessibility, Office Automation, Domain Registration, 5G and Beyond etc.)</p> <ul style="list-style-type: none">▪ Overall responsibilities of the Division's activities towards technical, financial and other manageable issues;▪ New Initiatives/ICT project proposals utilizing emerging technologies;▪ Reviewing and supporting all ongoing project activities;▪ Exploring newer opportunities and developing newer concepts to help identify core areas for future activities of ERNET India;▪ To assist in preparation of Annual plan, Annual Report, Performance Budget, technical presentation & inputs related to EC & GC meetings;▪ Initiatives towards Skilling & Capacity building in emerging technologies; and▪ Related work & Misc. work as assigned time to time.
3.	<p>Shri Avanindra Singh Director Head of Division : Networking Communication</p> <p>Division Activities: (Sectoral Network, Leased Line Activity, Campus Wi-Fi Network, VSAT Connectivity etc.)</p> <p>Managing the Networking Communication Division for its all activities.</p>
4.	<p>Dr. A. Paventhan Director Head of Division : R & D and Capacity Building</p> <ul style="list-style-type: none">▪ Collaborative R&D projects in the domain of Internet of Things (IoT), Tactile Internet, LiFi/ Visible Light Communication, Cyber Security and Quantum Communication/ Quantum Internet;▪ Chief Information Security Officer (CISO), ERNET India;▪ In-charge of project activities of the ERNET regional centre of Chennai and Bangalore.

5.	<p>Sh. Vipin Aggarwal Director (Finance) Head of Division: Finance</p> <p>Overall supervision relating to accounting and all other matters related to finance and accounts of the organisation. Responsibilities includes:</p> <ul style="list-style-type: none"> ▪ Timely preparation and auditing of Annual Financial Statements and thereafter convening F&A Committee meeting for recommendation of Annual Financial Statements for adoption by the Governing Council; ▪ Investment of surplus funds in line with the guidelines; from time to time; ▪ Direct & Indirect Tax related compliances; ▪ Ensuring financial propriety in the expenditure; ▪ Getting books of accounts audited by Statutory Auditors, Internal Auditors and C&AG (P&T) auditors and of their compliances; ▪ Sponsored Project related financial concurrences, project accounting, PFMS updation, issuance of UC etc.; ▪ Payment of pay & allowances etc.; and ▪ Member of various committees constituted from time to time.
6.	<p>Shri Arun Kumar Singh, Registrar & Director (P&A) Head of Division: Personnel & Administration</p> <p>Overall supervision of Personnel/Administrative& HR matters relating to all Officers/Staff of ERNET India (EI). Responsibilities involve but not limited to the following:</p> <ul style="list-style-type: none"> ▪ Manpower Planning; ▪ APARs custodian; ▪ Coordinating EC & GC and other High Level Committee Meetings; ▪ Statutory compliances and Court Cases; ▪ Coordination and communication of Parliamentary Questions and VIP replies; ▪ RTI matters; ▪ Public Grievances; ▪ Coordination in preparing and printing of Annual Report; ▪ Supervising Tendering Process; ▪ Procurement of Technical & Non tech. items through GeM; and ▪ Coordinating Rajbhasha matters.
7.	<p>Shri Praveen Misra Senior Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ IPv6 related Activities; ▪ DNS Operation & Research; ▪ Domain Helpdesk Server Management;

	<ul style="list-style-type: none"> ▪ IoT related Research; ▪ Internet Research Centre; ▪ Digital Accessibility Research; ▪ Web & Network Security related activities; and ▪ ICANN & NIXI related activities.
8.	<p>Shri Kishor Lala Sr. Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Review and monitoring of on- going Project funded in the area of Network Connectivity (FSOC); ▪ Review and monitoring of on- going Project funded in the area of Smart Education; ▪ Project coordination work for project “NASSCOM-ERNET Centre of Excellence IoT”; ▪ Overall coordination of the projects activities towards technical and financial; ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha; ▪ Submission of new initiatives/concept/ project proposals in area of ICT/ Connectivity/Emerging Technologies like Smart village, Certifying Authority, etc.; ▪ New initiative/ concept/ proposal presentations at different forum; ▪ Any other work assigned by HoD/as time to time.
9.	<p>Shri Ranjan Kumar Sr. Manager Networking Communication Division</p> <p>Presently deployed at MeitY.</p>
10.	<p>Shri Anupam Srivastava Sr. Manager Networking Communication Division</p> <p>Section: Campus Network with WiFi technologies</p> <ul style="list-style-type: none"> ▪ Campus Network with WiFi technologies, etc ▪ Ongoing work of setting up of campus network at Patna University and maintenance services at NEHU Shilong, Osmania University Hyderabad, Utkal University Bhubaneswar; ▪ Expansion of work to increase user base/ improve revenue; ▪ Any other work given by HoD;

11.	<p>Shri Arvind Shukla Sr. Manager Networking Communication Division</p> <p>Section: Terrestrial WAN setup</p> <ul style="list-style-type: none"> ▪ Terrestrial / Leased Line Connectivity including Web, Mail, DNS, IP addresses, APAN, NIXI coordination, Cloud, Data Services and IT/ Network security; ▪ Coordination iro Central Public Procurement (CPP) Portal; ▪ Training on Networking, IT security, etc.; ▪ Expansion of above work to increase user base/ improve revenue; ▪ Any other work given by HoD; <p>Secondary: Work of VSAT Network, like regular work of DOS, Hub maintenance, Equipment purchase/ stock maintenance, disposal of obsolete items, any work given by HoD;</p>
12.	<p>Shri Mohd. Owais Sr. Manager Networking Communication Division</p> <p>Section: Terrestrial WAN setup Activities related to Terrestrial WAN setup to increase user base/ improve revenue.</p>
13.	<p>Shri Naveen Choudhary Sr. Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Management of NEC's Tele-Education project; ▪ New Proposals creation & prototype demonstrations to states w.r.t Smart Education Domain; ▪ Involved in exploring opportunities for short term and long term skilling programs; ▪ Working on development of a Talent Pool of Subject Matter experts from emerging technologies areas including (5G,IoT,AI,Data Science, etc.) for delivery of skilling programs; ▪ Involved in Newer initiatives/ concepts/proposal presentations at different forums; and ▪ Any other tasks assigned by HoD.
14.	<p>Ms. Nirmal Marwah Sr. Manager Networking Communication Division</p> <p>Section: EduRoam & LAN setup</p> <ul style="list-style-type: none"> ▪ EduRoam Services in India; ▪ LAN setup with computers, servers, etc. ▪ Ongoing work in Eklavya Schools and in Govt. Schools in North East

	<p>(NE) region;</p> <ul style="list-style-type: none"> ▪ Updation work i.r.o. E-Samiksha portal and Social Media of ERNET India; ▪ Expansion of work to increase user base/ improve revenue; ▪ Any other work given by HoD.
15.	<p>Ms. Meenakshi Rai Bhatia Dy. CFO Finance Division</p> <ul style="list-style-type: none"> ▪ All the matters related to Salary of Regular, contractual employees and consultants including CPF, NPS, filing of Income Tax Return of CPF Trust, retrial benefits, pay fixation on joining/ promotion, annual increment, pay arrears, personal claims, settlement of advances, investment declaration forms of employees, TDS deduction and 24Q Return and all other incidental matters; ▪ Examination of files/ proposal received from Admin. Division; ▪ Examination / financial concurrence of new proposals submitted to Finance Division; ▪ Member of committee constituted for the purpose of enhanced medical reimbursement; ▪ Other work assigned from time to time.
16.	<p>Ms. Dimple Bammi Manager Networking Communication Division</p> <p>Section: VSAT Network</p> <ul style="list-style-type: none"> ▪ All activities related to VSAT Network; ▪ Expansion of above work to increase user base /improve revenue; ▪ Any other work given by HoD; <p>Presently, acting as Assistant Vigilance Officer (AVO) to liaison with CVO in addition to her own duties.</p>
17.	<p>Ms. Tejal Tiwari Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Domain Registration & Renewal; ▪ Domain Helpdesk Management; ▪ Domain Portal Development and management; ▪ Maintenance & Management of Domain Portal Server; ▪ Accessibility related projects- Presently managing DEPwD sponsored Project of Redevelopment of State Govt. websites accessible to all; ▪ All Tenders/Orders related to the division and ▪ Office Automation - Maintenance of UPS system, EPABX system, All computer peripherals and office network including Internet.

18.	<p>Shri Sunil Mishra Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Currently involved in planning stage to setup of Network which includes Data Centre, MPLS VPN connectivity at 250 Locations for the project; ▪ Involved in implementation and renewal of ISO 27001:2013; ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha; ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/ Emerging Technologies; ▪ Involve in tender process (tender formation and its related committees) for the projects; and ▪ Any other work assigned by HoD/as time to time.
19.	<p>Shri Anirudh Kumar Manager Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ Review and monitoring of on- going NMCN Network Project of 50 Medical colleges across India; ▪ Supporting in planning of Network which includes Data Centre, MPLS VPN connectivity at 250 Locations for the project; ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha; ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/Emerging Technologies; ▪ Involve in tender process (tender formation and its related committees) for the projects; and ▪ Any other work assigned by HoD/as time to time.
20.	<p>Shri Hari Krishna Atluri Sr. Scientific Officer R & D and Capacity Building Division</p> <ul style="list-style-type: none"> ▪ Carry out execution, Integration, evaluation and field-trials of R&D projects; ▪ Work on Hybrid LiFi-WiFi activities under Optical Wireless Communication project; ▪ Work on TSN testbed setup, OAM activities under Tactile Cyber-Physical System project; ▪ Contribution to ISEA training activities; and ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest, land related etc.

21.	<p>Ms. Anju Rakheja Section Officer Personnel & Administration Division</p> <p>Supervising Administrative matters/ HR matters relating to recruitment of Contractual/Outsourced Manpower/All Officers/Staff of ERNET India. Responsibilities involves:</p> <ul style="list-style-type: none"> ▪ Disbursement of salary/ Payment to Vendors, ensure Statutory Compliances (ESI/PF/ Bonus, Min Wages etc); ▪ Settlement of personal claims e.g. medical, local TA, LTC, Newspaper etc.; ▪ Processing of Mobile bills, Internet, Data card of all employees; ▪ Recoup of Imprest of Regional Centers; ▪ Management of Sodexo card and coupons; ▪ Management of Tea/ Coffee, Water; ▪ Coordinating and organizing various meetings; ▪ Travel Desk (From Booking to Payment); ▪ Hiring of Taxies through GeM; ▪ Advertisement in Newspapers, Employment News etc.; ▪ Observance of important days namely International Day of Yoga, Swachh Bharat programs etc. including organizing competition and submission of report quarterly to MeitY; and ▪ Any other work assigned by Registrar & Director (P&A).
22.	<p>Shri R. Kesavan Jr. Scientific Officer R & D and Capacity Building Division</p> <ul style="list-style-type: none"> ▪ Carry out Integration, evaluation and field-trials of R&D projects; ▪ Work on outdoor LiFi activities under Optical Wireless Communication project; ▪ Support in DetNet methods over WAN activities under Tactile Cyber-Physical System project; ▪ Carryout training activities under ISEA-Ph-II; ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest etc.
23.	<p>Ms. Jasvinder Kaur Private Secretary Office of DG</p> <p>Taking dictation and typing work; attending visitors and phone calls; updating DG on urgent matters; following up with officers on matters as per directions; handling emails and dak; fixing appointments and coordinating meetings; ensuring proper maintaining of diary & dispatch registers and filing in DG Section; and other works assigned by DG</p>

24.	<p>Ms. Leena Rajput Section Officer Finance Division</p> <ul style="list-style-type: none"> ▪ Verification of the financial proposals before submitting them to Dir (Finance); ▪ Issuance of invoices, debit notes, credit notes to the various users towards services provided by ERNET India; ▪ Reconciliation of debtors and creditors and follow-up with concerned divisions in ERNET India for their settlement; ▪ Handling correspondences with MeitY and other outside agencies; ▪ Processing appointment of Statutory Auditors, Internal Auditors, CPF Auditors & liaisoning with them for audit. Liaison; ▪ Liaisoning with P&T (C&AG) Auditors during P&T audit of ERNET India and doing coordination and follow-up with various divisions in ERNET India for replies to audit queries & observations and closure of Audit Report; ▪ Co-ordination for holding Finance & Accounts Committee meeting along with Preparation of agendas and minutes & their circulation to all members of the committee; ▪ Preparation of financial inputs for Executive Committee and Governing Council Meetings; ▪ Handling users' queries relating to payment/invoicing and facilitating their replies; ▪ Handling RTI matters related to Finance Division; ▪ Handling emails pertaining to Finance section and facilitating their replies; ▪ Member of various committees constituted from time to time; and ▪ Other work assigned from time to time. <p>Cross-Checking of :-</p> <ul style="list-style-type: none"> ▪ Cross-Checking of Pay bill of regular staff, contract staff on ERNET's roll and consultant; ▪ Cross-Checking of CPF and NPS related matters including CPF interest calculations, advance/ withdrawal from CPF/NPS, settlement on exit etc.; and ▪ Cross-Checking of financial part of Personnel matters viz. retiring benefits, pay fixation on joining/promotion, annual increment etc., payment & settlement of advances given to staff members etc.
25.	<p>Ms. Sunita Chawla Private Secretary Personnel & Administration Division</p> <ul style="list-style-type: none"> ▪ Handling telephone calls and keeping record of the selected calls; ▪ Maintain up-to date manual diary and dispatch registers; ▪ Updation of the RTI Portal as well as Public Grievances Portal; ▪ Bringing to the notice of the Reporting Officer any item of work that requires his immediate attention like Parliament Question, Letter/Instructions from VIPs and MOS Office, etc.;

	<ul style="list-style-type: none"> ▪ Maintenance of APARs of all regular staff; ▪ Issue Office Memorandum for APARs; ▪ Other official work like maintenance of official files, opening of new files, handling/operating emails, e-files, Guard File as well as any other work assigned from time to time by Section also; ▪ Provide complete secretarial support in terms of taking down dictation, transcription and typing the same in the best possible manner including other important nature of work; and ▪ Relieving the Officer of much of his routine work and generally assisting him in such a manner as he may direct.
26.	<p>Sh. Naveen Kumar Fagna Assistant</p> <p>Assisting to Chief Vigilance Officer of ERNET India</p>
27.	<p>Shri K.P. Subramanian Assistant Personnel & Administration Division</p> <p>Procurement & Stores:-</p> <ul style="list-style-type: none"> ▪ Purchase of Consumable items {general stationary, cartridges (including refilling) and other misc. items}; ▪ Printing of Stationary items; ▪ Stock entries of all kind of items; ▪ Processing of Medical and Local Conveyance claims; ▪ Foreign Deputation case; ▪ Physical verification of Fixed Asset; ▪ Maintenance of Inventory/ Stores and Issuance of Store items; and ▪ Any other work assigned by Registrar & Director (P&A).
28.	<p>Shri Mohit Bansal Assistant Personnel & Administration Division</p> <p>Personnel & Establishment matters relating to all Officers/Officials of EI:</p> <ul style="list-style-type: none"> ▪ Recruitment (Permanent Positions); ▪ Handling RTI matters; ▪ Processing of LTC cases; ▪ Handling CPF; ▪ Processing of retirement benefits; ▪ Maintenance of Service book; ▪ Leave matters; ▪ Other establishment related matters; ▪ Procurement of Technical items through GeM; and ▪ Any other work assigned by Registrar & Director (P&A)

29.	<p>Shri Roshan Patil Assistant Finance Division</p> <ul style="list-style-type: none"> ▪ Examination of Files/ Proposal, which requires financial concurrence like:- <ul style="list-style-type: none"> i) Purchase through LPC & GeM; ii) Hiring of manpower through outsource agency, Procurement of Equipment, Hiring of Taxi, Repair & Maintenance, payment of advocates, Disposal of absolute items, Imprest Advance, Postal Advance etc.; iii) Foreign Travel of Employee; and iv) LTC Advance and Settlement claims. ▪ Processing of TA/DA claims of employees; ▪ Depreciation of absolute items; and ▪ Member of Tender evaluation and tender opening committees constituted from time to time.
30.	<p>Shri Naresh Radoliya Personal Assistant Emerging Technology Division</p> <ul style="list-style-type: none"> ▪ To perform all the tasks prescribed to the Personal Assistant. ▪ To do the work of official language Hindi related to the section and translation work from English to Hindi.
31.	<p>Shri M. Srikanth Technical Assistant Networking Communication Division</p> <p>Section: Terrestrial WAN setup Activities related to Terrestrial WAN setup to increase user base/ improve revenue.</p>
32.	<p>Shri Anuj Sahani Jr. Assistant Personnel & Administration Division</p> <p>General Administration Matters :-</p> <ul style="list-style-type: none"> ▪ Procurement of Technical & Non tech. items through GeM; ▪ Maintenance of office premises; ▪ Printing of Annual Report of ERNET India; ▪ Maintain records related to EMD and Bank Guarantees submitted by vendors; ▪ Prepare tender documents for purchase items for official use; ▪ Examine the files received from Technical division for issue of Purchase Order and release of payments and relates to draft tender documents; ▪ Maintain Purchase Order Register, file opening register, EMD register

	<p>etc.;</p> <ul style="list-style-type: none"> ▪ Assisting in coordination and organizing meeting of GC and EC and prepare minutes of the same; ▪ Assisting in laying of Annual Report in Both the houses of Parliament; ▪ Assisting in prepare inputs and review statement of ERNET India; ▪ Insurance of equipment provisioned at ERNET Delhi office; ▪ Overall coordination for disposal of obsolete items with ERNET stores; ▪ Overall coordination with teammates regarding tendering of hiring of manpower, release of payment etc.; ▪ Work as security officer of ERNET premises by maintaining Fire Alarm System, Public address system etc.; And ▪ Any other work assigned by Registrar & Director (P&A).
33.	<p>Shri Tarun Kumar Jr. Assistant Personnel & Administration Division</p> <ul style="list-style-type: none"> ▪ Assists ShriK.P Subramanian, Assistant in procurement and stores; ▪ Handling/Managing the work of Swachhta Pakhwada Vigilance Week, Yoga Day etc.; including organize competition, printing of banners, posters, submission of report quarterly to MeitY; ▪ Handling all Hindi related work e.g. Managing Hindi Pakhwara, submitting quarterly Hindi reports, arranging Hindi Karyashala etc.; and ▪ Any other work assigned by Registrar & Director (P&A).
34.	<p>Ms. Pooja Kumari, Stenographer (English) Office of DG</p> <p>Taking dictations and typing work; maintaining diary and dispatch registers; filing; and any work assigned by Reporting Officer.</p>